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11 June 1974

MEMORANDUM FOR: Communications Requirements Working Group,  
Directorate and Office Representatives

SUBJECT : Communications Requirements Determination

1. Attached is a paper which contains a compilation of the information and digitized data communications requirements of the Agency as presently known by the Office of Communications. The paper is self-explanatory with Section I providing background information.

2. The paper represents part of an Agency communications requirements package, broad in scope, but limited in time to those requirements which are the object of currently existing or developing communications systems. As you are aware, inputs have already been solicited and received in the voice requirements area. This was undertaken earlier to obtain the information needed to develop and complete a comprehensive voice communications plan. Those inputs are not included in this paper.

3. It would be appreciated if you and members of your components would review the attachment for completeness and accuracy, providing corrections as necessary, and adding in any additional information or details which you may now have concerning the listed requirements. Also, please include any new narrative, data and facsimile requirements and/or future projections. While we realize it is often quite difficult to provide detailed or quantified information relative to future requirements, we would appreciate as much information as is presently possible. We are particularly interested in the priority and time frame on all new requirements.

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4. On receipt of your modifications and future requirements, the document will be expanded to include them as well as those voice requirements previously received, and will again be coordinated within the Office of Communications and with your components. Following that process, it will represent a comprehensive communications requirements package which will be used by OC for planning purposes.

5. For any additional information or discussions that may be required, you and members of your components should contact the undersigned on extension [redacted] It would be appreciated if the review could be completed and the responses available by 8 July.

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[redacted]  
Chairman, Communications  
Requirements Working Group

Attachment:

Communications Requirements Determination

Distribution:

- 1 - DDI CRWG Representative, w/att (1 cy)
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